

JFK ASSASSINATION SYSTEM  
IDENTIFICATION FORM

-----  
AGENCY INFORMATION

AGENCY : CIA  
RECORD NUMBER : 104-10331-10034  
RECORD SERIES : JFK  
AGENCY FILE NUMBER : PROJFILES-CORRESPONDENCE  
-----

Released under the John  
F. Kennedy  
Assassination Records  
Collection Act of 1992  
(44 USC 2107 Note).  
Case#:NW 53217 Date:  
06-22-2017

DOCUMENT INFORMATION

AGENCY ORIGINATOR : CIA  
FROM : R. M. HUFFSTUTLER  
TO : DD'S, CHIEF, DCI PERSONNEL  
TITLE : MEMO: REQUEST FOR ASSISTANCE/DECLASSIFICATION OF JFK  
ASSASSINATION RECORDS  
DATE : 05/17/1993  
PAGES : 4  
  
SUBJECTS : JFK ASSASSINATION  
PART-TIME WORK  
  
DOCUMENT TYPE : PAPER  
CLASSIFICATION : ADMINISTRATIVE  
RESTRICTIONS : 1A  
CURRENT STATUS : RELEASED IN PART PUBLIC - RELEASED WITH DELETIONS  
DATE OF LAST REVIEW : 04/23/03  
COMMENTS : JFK-M-16 : F2 : 2000.02.08.09:01:40:950054 : 3-PG MEMO  
W/ROUTING SHEET

-----  
[R] - ITEM IS RESTRICTED 104-10331-10034

**CIA SPECIAL COLLECTIONS**  
**RELEASE IN FULL**

2.2

**ROUTING AND RECORD SHEET**

**SUBJECT:** (Optional)

REQUEST FOR ASSISTANCE/DECLASSIFICATION OF JFK ASSASSINATION RECORDS

**FROM:** John F. Pereira  
Chief, Historical Review Group/CSI  
404 Ames Bldg.

EXTENSION

NO.

30737

DATE

13 May 1993

**TO:** (Officer designation, room number, and building)

DATE

OFFICIAL'S  
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

RECEIVED

FORWARDED

1. D/CSI  
433 Ames Bldg.

2.

3. Executive Registry  
6E2914 OHB

14 MAY 1993

4.

5. Executive Director  
7D59 OHB

17 MAY 1993

6.

7. C/Historical Review  
Group  
404 Ames Bldg.

8.

9.

10.

11.

12.

13.

14.

15.

1 to 5 : You are already  
familiar with our plan  
to use overtime to beef  
up the JFK work force.  
Yesterday we received  
the software needed to  
produce the identification  
aids. Now we need the people

5. For your signature.



~~CIA SPECIAL COLLECTIONS~~  
~~RELEASE IN FULL~~  
~~2000~~

ER 3124/93  
17 May 1993

MEMORANDUM FOR: Deputy Director for Administration  
Deputy Director for Intelligence  
Deputy Director for Operations  
Deputy Director for Science and Technology  
Chief, DCI/Personnel

FROM: Executive Director

SUBJECT: Request for Assistance/Declassification  
of JFK Assassination Records

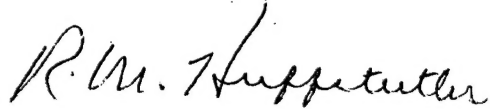
1. This memorandum requests that addressees identify staff employees for overtime, after-hours work on Agency records related to President John F. Kennedy's assassination. The overtime will be paid by the Center for the Study of Intelligence. The request stems from a requirement in the JFK Assassination Records Act that all relevant government documents be reviewed for declassification and transferred to the National Archives by 22 August 1993.

2. The specific task for which assistance is needed is indexing of data into an automated system and ultimately producing computer-generated forms called "identification aids." This involves keying in information onto a pre-set form that appears on a personal computer screen. (Experience in indexing or as a document analyst is necessary.) The Act cited above requires that each document transferred to the National Archives have attached to it such an aid. The same information that is developed in the aids will be produced on diskettes that will be forwarded to the National Archives for use in compiling an electronic index.

3. We estimate that it will require up to 20 people working 10 hours of overtime per week, probably beginning in early June, to meet our deadline. The work will be done in the office of the Historical Review Group, in Ames Building. The preferred hours would be Monday-Friday, 1630-1830, or 1700-1900, and there may be work on Saturday as well.

SUBJECT: Request for Assistance/Declassification of  
JFK Assassination Records

4. Applicants should contact the Historical Review  
Group, Center for the Study of Intelligence, Room 404 Ames,  
ext. 30335 or 30146 (secure).



R. M. Huffstutler

Attachment:  
CSI-0048, dtd 2 Apr 93

SUBJECT: Request for Assistance/Declassification of  
JFK Assassination Records

DCI/CSI/HRG/JFPereira:hfs x30335 (12 May 93)

Distribution:

Original - Addressees

- 1 - EXDIR
- 1 - D/CSI
- 1 - C/HRG
- 1 - HRG file